

SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR FEBRUARY 1963

*Res. mgmt -
1-4-3
Reports - B*

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

I. Vital Records

II. Records Control Schedules

- a. Approved the revision of Vital Records Deposits Schedule providing for the transfer of A&E Testing Records from OTR to Medical Office.
- a. Approved a revision in Records Control Schedule for Special Registry, OCR, OTR.
- a. Approved a revision in the Records Control Schedule for the Office of Personnel providing for the destruction of Trial Balance Listings for the Insurance Branch after five years.
- b. Approved a revision in the Schedule for the Office of DDI providing for a transfer of certain records to the Records Center after 2 years.
- c. Review of revised Records Control Schedule for OTR completed.
- a. Completed 25 new and 18 revised forms; eliminated two existing forms.
- b. Negotiated with the manufacturers representative for the replacement of imperfect Information Report forms (OO Contact)
- c. Completed two special forms for Commo. concerning Cryptographic operations. There are 15 more such forms to be developed.
- d. Completed 2 new forms for Security Records Division to be used in a special test of 50,000 Punch Card Items on the Security Index file.
- e. On hand five (5) new and four (4) revised forms.

III. Forms Management

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IV. Survey of Organization, Functions and Procedures of Signal Center Archives Branch, Commo.

- a. Completed the fact finding phases of this survey. Visited the Army Cable Center to see their procedures and operations. Visited Stations with Chief, Signal Center. of the Office of Executive Director has requested a copy of our report.

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V. Shelf File

- a. Developed for FI Staff/DDP a plan for the use of four sections of surplus shelving which will replace seven 4-drawer Correspondence type Safes and one Card Safe.
- b. An Inventory of surplus shelving in Agency Warehouses was completed by a representative of the Art Metal Company. This resulted in the identification of approximately \$20,000 in surplus equipment.

25X1

VI. Requisitions for Special File Equipment and Supplies

- a. Arranged for OCR to use approximately 30,000 Flexoline Strips which were surplus to the needs of Central Cover Staff/DDP. Estimated savings of \$60.00.
- b. Worked with several Branch Chiefs and the Logistics representative in NPIC on the selection of appropriate filing equipment. In one instance, they agreed to cancel a requisition for Card Files costing \$737. and to use surplus equipment.
- c. Reviewed a requisition from DDR for Special Sorting Equipment and proposed a substitute which is more suitable for their need.
- d. Disapproved a requisition from the Central Cover Staff, DDP for equipment costing \$1160. Their need will be supplied from the existing surplus.
- e. Approved 3 requisitions for Special Equipment from various Agency components.

25X1

- a. Obtained special file folders for FDD.

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25X1	VII. Operation of Records Center and Vital Records Repository		<p>a. Received 868 cu. ft; destroyed 682 cu. ft; furnished 11,285 references. The Reference workload was reduced about 65% from the previous month as a result of the transfer of some of the most active DDP records to Headquarters.</p> <p>b. Approximately 600 cu. ft. of DDP records have been returned to Headquarters; about 1500 more cubic feet will eventually be returned.</p> <p>c. A special Open Shelf Filing installation has been established to house and service extra copies of Agency Regulations.</p> <p>d. The offices of the General Counsel and the DDP requested that we make special trips from the Center to their respective offices to deliver urgently needed files.</p> <p>e. began a course at American University entitled, Planning and Administration of a Records Program.</p>	25X1
25X1	VIII. Records Management Survey, Operations Division, DDP		<p>a. Completed survey. Some of the results consisted of elimination of 7 cu. ft. of records, establishment of Subject-Numeric File System, development of a Records Control Schedule, and the establishment of a Records Control System.</p>	25X1
	IX. Miscellaneous		<p>a. and I completed a three day Survey--Tour of all components in OCR. We will formulate some proposals for the maintenance and disposition of certain basic OCR records.</p> <p>b. completed a Records Disposition Workshop at Region 3, GSA.</p>	25X1

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IX Miscellaneous (continued)

- c. [] attended the 1963 National Health Agencies Campaign and Federal Services Joint Crusade Kickoff Meeting on 19 February at the Interdepartmental Auditorium and the Agencies Kickoff Campaign on 21 February in the Headquarters Auditorium. Contributor envelopes will be distributed by Keyman to employees in March. 100% participation is anticipated.
- d. 5 of the 10 Motorized Shelf Units for the Medical Office have been installed. The remaining 5 are due to be installed about 15 March.

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Chief, Records Management Staff

12 March 1963
Date

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	✓	CONFIDENTIAL	SECRET

CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	7D-24 Hand Samples		
3			
4			
5	RD 13m. 8.5		
6			

ACTION		DIRECT REPLY		PREPARE REPLY
APPROVAL		DISPATCH		RECOMMENDATION
COMMENT		FILE		RETURN
CONCURRENCE		INFORMATION		SIGNATURE

Remarks: Bob- Attached is the report of our activities for the month of February. I'll be glad to discuss this with you anytime.
#1957. surplus equipment

FOLD HERE TO RETURN TO SENDER

FILE NO.	DATE
	3/2/63

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FEBRUARY 1963 .

Forms Activities

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	NEW		REVISED		TOTAL	
DD/I	2	14,000	2	5,000	4	19,000
DD/P	9	31,699	2	54,000	11	85,699
DD/S	14	76,920	1	6,000	15	82,920
DCI (Inc. Compt. IG, Cab. Sec. etc.)	-	--	3	630,000	3	630,000
TOTALS	25	122,619	8	695,000	33	817,619

OBSOLETE: 2 Forms (SF 1016, TD 426)

AGENCY FORMS	1756
OGA FORMS	188
TOTAL	<u>1944</u>

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